

Bishop Rawstorne

Church of England Academy



Parent Handbook

2021/2022

FORTITER ET FIDELITER
Bravely and Faithfully

Extra-Curricular Enrichment Activities

PE and Games

Our sporting opportunities are wide and varied and they reflect the interests, expertise and commitment of our staff. Currently we offer gym club, self-defence, cheerleading, trampolining and a popular dance club, which regularly participates in school assemblies and entertains at many school functions. There are netball, football, basketball, rugby, athletics, tennis, cross-country, cricket teams and even a ski team. All these yield an amazing quantity of enthusiasm and talent. We compete in all the local school competitions, with more than our fair share of success. For up-to-date information students are asked to consult the PE notice-board.

In addition to these activities, the school is an accredited provider for the Duke of Edinburgh Award and we offer our students in Years 10 and 11 the opportunity to achieve their Bronze and Silver Awards. This provides an outstanding opportunity for our students to develop and grow as individual and as part of a wider team in the areas of Volunteering, Physical, Skills and Expedition.

The Student Council

As part of our commitment to responsible citizenship, the Student Council continues to have an important voice in the school. Every tutor group is represented on the council which meets regularly and makes its views known to both the Headteacher and the Governors. These representatives have been successful in bringing matters to the Governors' attention, which has led to an improvement in facilities. Student views are sought on policy matters eg. anti-bullying, behaviour and uniform.

The Student Council also makes its decisions known to the student body via assemblies and by encouraging representatives to pass information on to their tutor groups when necessary. Students are at the heart of decision making and their input into this process is important to us. The Student Council meet regularly and are involved in the interview process for all appointments.

Library

The Library/Resource Centre is fully computerized and all information about books and readers is listed on the computer network. There is a wide selection of fiction and non-fiction books and magazines available. You will also find in the Library computer equipment with a printing facility and a photocopier for use by staff and students under supervision. A small charge is levied for use of the photocopier.

Homework

It is the school policy to set homework for all students and there are no exceptions. We define homework as work or activity which students undertake outside lesson times either on their own, with parents or with carers. It is intended that the work or activity set takes into account the student's ability and is related to the work being pursued in lessons. All homework set must have a clear purpose and either reinforce or consolidate classwork or be preparation work for a forthcoming lesson. We see homework as something that enhances the classroom learning experience and provides a clear assessment overview of progression that can inform future planning. Purposeful homework that consolidates work in class, is integral to students' long-term academic attainment.

Music

We have a rich tradition of music-making at Bishop Rawstone and for the musically inclined, a wide range of tastes, abilities and interests are catered for. The school has two main ensembles consisting of a large band, with a wide variety of instruments and a singing group, both of which are open to everyone within school. The band and singing group both perform in and out of school, for a variety of different events. They both offer students the opportunity to develop their skills as a musician as well as the chance to perform.

Drama

The Drama department offers practical workshops throughout the year which culminates in a whole school production every two years.

The final performance is open to all year groups, from 7-10. We also attend, and perform at, outside venues and competitions such as The Croston Arts Festival and the BBC Shakespeare competitions.

Language Clubs

The MFL faculty offers a range of clubs and after-School sessions, ranging from 'Master Classes' to help students studying for their GCSE examinations, to lunchtime language, culture and ICT clubs aimed primarily at Key Stage 3 students.

Pastoral Care

We have a strong and powerful tradition of excellent staff-student relationships, which enhances effective teaching and learning. Our students are exceptionally well cared for in an environment which is positive in its approach to young people. Each individual student is valued and the organisation of our pastoral care reflects this. Our aim is to enable students from across the entire ability-range to achieve their academic potential and to develop into responsible young adults.

The Pastoral System is organised in a Tutor Group system. Tutor groups run in Years 7- 11 with a Group Tutor who will, where possible, stay with the same tutor group for 5 years. The Heads of Year work closely with Senior Staff, Curriculum Leaders and Lead Teachers, who have responsibility for care and discipline within their areas. The pastoral team at Bishop Rawstone works to support, develop and inspire students, whilst instilling strong values and a sense of responsibility for their behaviour and actions. We will encourage where needed, empathise when required and enforce rigorously the high standards our academy is known for.

Mr Duckworth is Assistant Headteacher with responsibility for Pastoral Care, overseeing the leadership and management of all five year groups and pastoral issues therein on a day-to-day basis. This team carries out a number of important roles within the school and these include liaising with local sixth forms to ensure a smooth transition to Further Education, liaising closely with primary schools to ensure effective integration into the life of Bishop Rawstone's community in Year 7, and the allocation of Tutor Groups. Tutors are the first point of contact between home and school.

Mr Almond is Assistant Head Teacher, SENCO, and also has responsibility for the KS4 / 5 transition.

The Pastoral System is organised in a Tutor Group system. Tutor groups run in Years 7- 11 with a Group Tutor who will, where possible, stay with the same tutor group for 5 years. The Heads of Year work closely with Senior Staff, Curriculum Leaders and Lead Teachers, who have responsibility for care and discipline within their areas.

The Heads of Year for 2021 / 22 are as follows:

| | |
|---------|--------------|
| Year 7 | Mrs Dawson |
| Year 8 | Mrs Anglim |
| Year 9 | Mr Sixsmith |
| Year 10 | Mrs Ashcroft |
| Year 11 | Miss Huyton |

Induction Programme - Transferring from Primary School

We address pupils' induction by planning thoroughly to ensure that the transition from primary to secondary is a smooth, happy and rewarding experience. The Senior Head of Year visits many of our contributory primary schools each year in March or April. This provides the opportunity to discuss with both staff and students their hopes and concerns about the transition from primary to secondary. This is quite a task as we draw students from so many schools. However, each visit is most valuable as a picture of each child begins to emerge, and it is well worth the time and effort spent. If requested, the Head of Learning Support will also visit to discuss individual students who may need special support at secondary school.

We then invite parents and children to a special evening in June to meet senior staff, to familiarise them with the buildings and routines, to look at items of school uniform and, most importantly, to meet and have an interview with the teacher who will be their new Group Tutor. This allows parents, students and tutors to discuss the strengths, needs, interests and ambitions of each individual child and to start the Home/School partnership which we value so highly.

In addition, in July, every child who secures a place is invited to spend a whole day at Bishop Rawstone. They follow a specially prepared timetable, experience school routines, enjoy our lunches (very popular!) and make new friends.

This getting-to-know-you process ensures that every new entrant starting school each August arrives as someone already known to us. The very first day of the Autumn term is another induction day for Year 7 students, when only Years 11 and 7 are in school. Following that, there is a clear induction programme, whereby our strong links with primary schools and partners continue.

Discipline and School Rules

Our school sets very high standards of behaviour and courtesy promoting self-discipline, positive achievements and effective learning. Our Discipline Policy remains the responsibility of the Headteacher and the Governing Body. No amendments can be made without their express instruction and they remain the final arbiters in any matters relating to it.

Child Protection Issues

Through day-to-day contact with children, schools are particularly well placed to observe signs of abuse, changes in behaviour or failure to develop. Parents should be aware, therefore, that where it appears to a member of the school staff that a child may have been abused, the school is required, as part of the local Child Protection Procedures, to report their concern to the Social Services Department immediately.

GCSE Results

2021 - Teacher Assessed Grades

| | | | |
|---|-------|--|-------|
| % Achieving 9 – 4 Standard Pass in English & Maths | 93% | % Achieving 9 – 5 Strong Pass in English & Maths | 79% |
| % Achieving 5 or more 9 – 4 Standard Pass in English & Maths | 91.5% | % Achieving 5 or more 9 – 5 Strong Pass in English & Maths | 76.7% |
| % Entering English Baccalaureate (students studying English Language and Literature, Maths, 2 or more Sciences, Humanities & MFL) | | 67% | |
| % Achieving EBacc (Standard Pass) a grade 4 or above in the EBacc subjects | 59% | % Achieving EBacc (Strong Pass) a grade 5 or above in the EBacc subjects | 46.6% |
| Average Points Score per EBacc Subject Sat | | 5.6 | |
| Estimated Average Total Progress 8 Score (equivalent to 40% of each of our GCSEs being 1 grade higher than the national average for similar ability students) | | N/A | |
| Average number of GCSE's entered per student | | 8.8 | |
| % students entered for 2 or more Science Elements | | 100% | |
| % students achieving 2 or more Science Standard Passes | | 89% | |
| % students taking 3 Single Sciences | | 22% | |
| % students entered for 1 or more Modern Foreign Languages | | 67% | |
| % students entered who achieved at least a standard pass | | 90% | |

| | % Achieving 9-4 in English and Maths Standard Pass | % Achieving 9-5 in English and Maths Strong Pass | % Achieving 5+ 9-4 including English and Maths | % Achieving 1+ 9-1 or Equivalent | % EBACC 9-4 in English, Maths, 2 Sciences, Humanities & MFL | Progress 8 Score |
|------------|--|--|--|----------------------------------|---|------------------|
| 2020 (CAG) | 94 | 74.5 | 91.3 | 100 | 58 | N/A |
| 2019 | 89 | 73 | 85 | 99.4 | 55 | 0.5 |
| 2018 | 91 | 72 | 87 | 99.4 | 49 | 0.5 |
| 2017 | 87 | 65 | 85 | 100 | 53 | 0.34 est. |

Autumn Term 2021

STAFF INSET DAY - SCHOOL CLOSED

School re-opens on
August Bank Holiday - SCHOOL CLOSED

STAFF INSET DAY - SCHOOL CLOSED

Closure after school on
School re-opens on
Closure after school on

Spring Term 2022

School re-opens on
Closure after school on
School re-opens on
Closure after school on

Summer Term 2022

School re-opens on
STAFF INSET DAY - SCHOOL CLOSED
Closure after school on
School re-opens on
Closure after school on
STAFF INSET DAY - SCHOOL CLOSED
STAFF INSET DAY - SCHOOL CLOSED
STAFF INSET DAY - SCHOOL CLOSED

Monday 23 August 2021

Tuesday 24 August 2021
Monday 30 August 2021

Thursday 30 September 2021

Friday 15 October 2021
Monday 1 November 2021
Friday 17 December 2021 2pm

Tuesday 4 January 2022

Friday 11 February 2022
Monday 21 February 2022
Friday 8 April 2022 2pm

Monday 25 April 2022

Monday 2 May 2022
Friday 27 May 2022
Monday 6 June 2022
Friday 15 July 2022 2pm
Monday 18 July 2022
Tuesday 19 July 2022
Wednesday 20 July 2022

Term and Holiday Dates 2021 - 2022

Please note that any leave of absence will only be granted in very special or exceptional circumstances. We strongly urge parents to avoid taking children out of school for holidays during term time. The Headteacher remains the final arbiter for any requests made.

School Uniform

Our uniform policy can also be found under the parents' section of the school website. Below is a list of uniform items your child will need. The aim is to be comfortable, economical, smart and practical for daily school activities. School dress is an outward sign of our belonging to Bishop Rawstorne. Students are expected to wear full uniform at all times, with pride. They act as ambassadors for the school and their dress, both in school and to and from school, should be of the highest order. Uniform supplies can be obtained from Impressions Schoolwear.

For health and safety reasons no jewellery is allowed, including earrings. A cross may be worn if tucked into a shirt. No make-up, false tan, false nails, nail varnish or body piercings are allowed.

Students must ensure that hair is of one natural colour at all times. Hair should have no bright or extreme colourings. Long hair should be tied back away from the face at all times (both boys and girls). No shavings etchings or extreme styling will be tolerated and hair must be no shorter than a Grade 2 and blended. If parents are unsure, we strongly advise you to contact the group tutor in the first instance. Any contravention of the school policy with regards to uniform and personal appearance will necessitate sanctions being imposed as appropriate.

Outdoor coats should be plain navy blue or black only, no fur jackets, sweatshirts, denim jackets, hooded tops, band jackets, tracksuit tops or any other 'fashion' coats are allowed as outdoor coats. Plain dark-coloured scarves can be worn during inclement weather but should not be worn inside the school buildings.

It is our policy to maintain a high standard of dress. Students not wearing full uniform will be offered spare items from school if available. If not available students will be placed in our inclusion area until the uniform issues are resolved.

The school will be the final arbiter regarding suitability of dress and appearance.

ALL CLOTHING SHOULD BE NAMED.

Boys

| | |
|--------------------|---|
| Blazer | Plain blue with school crest |
| Shirt | Plain white |
| Trousers | Plain black with school crest |
| Jumper | Plain navy blue V-neck with school crest (Optional) |
| School clip-on tie | To be worn (Year 11 wear a blue tie or Senior Prefect tie) |
| Shoes | Low heeled, black, sensible. No boots or trainers, laces must be tied |
| Socks | Plain black or navy |
| Scarves | Plain dark-coloured - to be worn in inclement weather only |

Physical Education Compulsory Items

Red training top with school crest
Navy training shorts or navy tracksuit bottoms with school crest
Red and navy training socks
Training shoes (non-marking soles)
Astroturf training shoes (no metal studs) - can be used as training shoes if non-marking
Shin pads
Gum shield

Optional Item

1/4 Zip navy training top with school crest - recommended for outdoor use

Girls

| | |
|--------------------|---|
| Blazer | Plain blue with school crest |
| Skirt | Plain navy blue box knee length pleated skirt with school crest |
| Trousers | Plain navy blue tailored trousers with school crest |
| Jumper | Plain navy blue V-neck with school crest (Optional) |
| Blouse | Traditional plain white school blouse with buttons to collar - not fitted |
| School clip-on tie | To be worn (Year 11 wear a blue tie or Senior Prefect tie) |
| Shoes | Low heeled, black, sensible. No boots or trainers, laces must be tied |
| Socks/Tights | Plain black or navy (Socks or tights to be worn but not both) |
| Scarves | Plain dark-coloured - to be worn in inclement weather only |

We are grateful for parents' co-operation and support in maintaining the high standards which enhance an ordered industrious environment for learning.

Teaching Staff

2021/2022

Teaching Staff

Miss C Abbott, Higher Dip. Fashion Design, PGCE
 Mr P Almond, BSc (Hons), QTS
 Mr K Anglim, BA (Hons), PGCE
 Mrs L Anglim, BA (Hons), PGCE
 Mrs J Armitage, BA (Hons), PGCE
 Mr P Ashcroft, BA (Hons), PGCE, MTh
 Miss S Ashcroft, BA (Hons), PGCE
 Dr W Aston, BSc (Hons), PhD, PGCE
 Mrs S Beesley, BEng (Hons), QTS
 Mrs H Bonner, BSc (Hons), PGCE
 Mrs G Borsbey BA (Hons), MA (Cantab), QTS
 Mrs H Brady, BSc (Hons), PGCE
 Miss R Bridges, BA (Hons), PGCE
 Mr S Bushell, BSc (Hons), PGCE
 Mr E Canning, BSc (Hons), MSc, PGCE
 Mrs J Clancy, BA (Hons), PGCE
 Mr T Clare, BSc (Hons), MSc, PGCE
 Mrs L Cogley, BSc (Hons), QTS
 Mr P Cowley, MSc (Eng), PGCE,
 Mrs L Dawson, BA (Hons), PGCE
 Mrs R Dawson, BA (Hons), PGCE
 Miss S Deady-Alston, BA (Hons), PGCE
 Mr A Duckworth, BA (Hons), PGCE
 Mrs G Duckworth, BSc (Hons), QTS
 Mr S Edwards, BSc (Hons), PGDip, PGCE
 Mrs R Eriksson, BSc (Hons), CEng, MIET, PGCE
 Mrs S Farrimond, BA (Hons), PGCE
 Mrs A Holden, BA (Hons), PGCE
 Mr S Hornby, BA (Hons) QTS
 Mr R Hosker, BA (Hons), PGCE, MA
 Miss K Huyton, BA (Hons), PGCE
 Mr T Kennedy-Sutton, BSc (Hons), PGCE
 Mrs C Lane, BA (Hons), PGCE, MEd
 Mrs K Lawley, BA (Hons), PGCE
 Mrs C Littlewood, BA (Hons), QTS
 Miss L McNamara, BSc (Hons), PGCE
 Mrs V McShane, BSc (Hons), PGCE
 Mr B Needham, BSc (Hons), QTS
 Miss E Palmer, BMus (Hons) QTS VCMT Dip (Hons)
 Mrs L Petts, BSc (Hons), PGCE
 Mrs J Poole, BSc (Hons), MA, PGCE
 Mr P Rawlinson, BA (Hons), PGCE
 Mrs S Regan, BA (Hons), PGCE
 Miss C Robinson, BA (Hons), PGCE
 Mr C Rockley, BSc, QTS
 Dr R Saunders, MA (Hons), PHD, PGDE
 Mr T Sixsmith, BA (Hons), PGCE
 Mr D Smart, BSc (Hons), PGCE
 Mrs N Smith-Hughes, BA (Hons), PGCE
 Miss J Speakman, BA (Hons), PGCE, MA

Textiles, Art
 Assistant Headteacher
 Mathematics
 Head of Year 8, English
 Leader Teacher of Art
 Curriculum Area Leader of Religious Education and Worship
 Head of Year 10, Modern Foreign Languages
 Science
 Science
 Science
 Second in Modern Foreign Languages
 Mathematics
 Curriculum Area Leader of Physical Education
 Mathematics
 Computer Science
 Curriculum Area Leader of Music
 Geography, Religious Education
 Curriculum Area Leader of Geography, Religious Education
 Headteacher
 Literacy Co-ordinator, English
 Head of Year 7, Modern Foreign Languages
 Art
 Assistant Headteacher
 Special Events Co-ordinator, Food Technology
 Physical Education, Religious Education
 Mathematics
 Modern Foreign Languages
 Second in Science
 Curriculum Area Leader of History
 Curriculum Area Leader of Mathematics
 Head of Year 11, Physical Education
 Science
 Assistant Headteacher, Curriculum Area Leader of English
 Curriculum Area Leader of Modern Foreign Languages
 English
 Computer Science and iMedia
 Science
 Lead Teacher of Physics, Science
 SENCO, Music
 Curriculum Area Leader of Science
 Mathematics
 Deputy Headteacher
 Second in English
 Co-ordinator of PSHEe, Curriculum Leader of Religious Education
 Lead Teacher of SPDM
 Transition and Catch-up Coordinator, English
 Head of Year 9, Geography, Religious Education
 Physical Education, Duke of Edinburgh
 Lead Teacher of Drama, English
 History, Religious Education

Teaching Staff

2021/2022

Teaching Staff

Mr M Steel, BEng (Hons), PGCE
 Miss K Stoneley, BSc (Hons), PGCE
 Mr D Tye, BSc (Hons), QTS
 Mrs B Walton, BA (Hons), PGCE
 Mrs S Walton, BA (Hons), PGCE, MA
 Mrs C Whitton, BEng (Hons), PGCE
 Mr M Williams, BSc (Hons), PGCE
 Mr B Willis, BSc (Hons), PGCE
 Mrs H Winter, LLB (Hons) QTS
 Mr J Wood, BEng (Hons), QTS

Lead Teacher of Computer Science & iMedia
 Computer Science and iMedia
 Science
 History, Religious Education
 English
 Mathematics
 Physical Education
 Science
 Assistant Headteacher
 Assistant Headteacher

Support Staff

2021/2022

Teaching Assistants

Miss L Wade
 Mrs R Ball
 Mrs I Blackburn
 Mrs J Frackelton
 Mrs W Gibbons
 Mrs A Parkinson
 Mrs S Proudley
 Mrs A Robinson
 Mrs A Townley

Assistant SENCO
 First Aid Co-ordinator

HLTA

Cover Supervisors

Mrs M Meadows
 Mrs L Ball
 Mrs L Helm

Learning to Learn Co-ordinator
 Cover Supervisor
 Cover & Inclusion Supervisor

Administration

Mrs L Hood, LLB (Hons)
 Mrs S Burt
 Mrs T Forrest
 Mrs V Fox
 Mrs S Gaskell
 Mrs W Gibbons
 Mr S Hackney
 Mrs S Hosker, BSc (Hons)
 Mrs J Lemm
 Mr M Mawdsley
 Mrs J Murphy
 Mrs S Parker
 Mrs J Prescott
 Mrs C Prior
 Mrs J Prout
 Ms J Rimmer
 Miss A Rushworth
 Mr J Watkins BA (Hons), PGCE

Business & Finance Manager – Senior Leadership Team
 Admissions & Senior Support Officer
 Administration Assistant/Receptionist
 Administration Assistant/Receptionist
 Administration Manager
 Science Technician
 IT Network Manager
 Assistant Business Manager/Clerk to Governors
 Finance Officer
 IT Technician
 Pastoral Liaison and Intervention Manager
 Reprographics Technician
 Administrator
 Clerical Officer
 Clerical Officer
 Librarian
 Science Technician
 TAC Technician

Admissions Policy

For September 2022 Intake

The school is a Church of England Academy with a strong commitment to the family and local community. Governors admit students without regard to their academic ability.

Introduction

The number of places available for admission to Year 7 in September 2022 will be a maximum of 190. In the event of oversubscription, places will be given in turn using the criteria below working through the criteria in order until all available places have been allocated. Where there are more applicants than places within a criterion, distance will be used to allocate places with those closest to the school given priority. Parents are asked to work down the criteria in order from 1.1 to 1.12 to see which criterion or criteria their child(ren) will be placed at.

The Criteria for Admission

These Criteria are given in priority order and will be applied to those parents of children who indicate that the school is a PREFERENCE for their child, as the school is required to operate a system of equal preferences. In the event of there being over-subscription for entry to the school and if a tie-break is required within any criterion, then the Local Authority's system for a random draw will decide which student receives an offer of a place.

- 1.1 Looked After Children - Priority must be given to children in public care. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order.
- 1.2 Children with Special Medical or Social Circumstances - Children with special medical or social circumstances affecting the child where these needs can only be met at this Academy (Note: Professional supporting evidence from e.g. a doctor; psychologist; social worker; is essential if admission is to be made under the criterion for special medical or social circumstances, and such evidence must set out the particular reasons why the Academy in question is the most suitable school and the difficulties which would be caused if the child had to attend another school.)
- 1.3 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy which is one-third of the total places (currently 63 of 190 places). At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.4 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford and Tarleton with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy, to fill the balance of one-third of the places allocated of the total intake numbers which have not been filled from criterion 1.3. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.5 Children with a parent employed by the Academy on a permanent contract either full or part-time in either or both of the following circumstances:
(a) where the member of staff has been employed at the school for two or more years at the time at which the application for admission to the school is made, and/or
(b) the member of staff is recruited to fill a vacant post for which there is a demonstrable skill shortage.
- 1.6 Children who have other siblings attending the school at the time of application and on the date of admission. For the definition of 'sibling' please refer to Section 2.7.
- 1.7 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.3 because the criteria of one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.

- 1.8 Children who RESIDE in the Foundation Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin, with parents who do not meet the faith commitment outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.9 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford and Tarleton with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.4 because the criteria of one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.10 Children who RESIDE in the Named Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford and Tarleton with parents who do not meet the faith commitment outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.4 because the criteria of one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.11 Children who RESIDE in other parishes with parents meeting faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy who cannot attain a place under 1.5 because the criteria of one-third of places allocated according to faith commitment has already been allocated. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.
- 1.12 Children who RESIDE in other parishes with parents who do not meet the faith commitment as outlined in Appendix 1 section 2.5 of the Admission Policy. At the point of oversubscription within this criterion, places will be offered in rank order of distance from the school to the home address as determined in Appendix 1 section 2.4 of this document.

Appendix 1

For the purposes of the admission procedures, please note that the area included in an Ecclesiastical Parish may not be the same as that in a civil, Council "Parish".

- 2.1 APPLICATION FORMS for admission are enclosed with this document.
- 2.2 It is important that applications for admission are made by the date indicated both on the Lancashire Admissions Form and the school's own Supplementary Form for Admission, which Application may also be made on-line by using the common application form but the Supplementary Form for Admission must be completed on paper and sent to the school by Friday 29 October 2021, and this is essential for those wishing to apply under a faith criteria. It is not normally possible to change the order of your preferences for schools after the closing date.
- 2.3 Where this Policy refers to location, this means location of residence and not to the location of the Primary school attended.
- 2.4 Distance will be measured using a computerised measuring system from the address point of the Academy to the address point of the child's home. This is the Local Authority system and is a straight line (radial) measure. Where there are more applicants for the available places within a criterion, then the distance between the Ordnance Survey address points for the Academy and the home measured in a straight line will be used as the final determining factor, nearer addresses having priority over more distant ones. This address point is within the body of the property and usually located at its centre. Where the cut-off point is for addresses within the same building, then the single measure between address points will apply and the Local Authority's system of a random draw will determine which address(es) receive the offer(s).
- 2.5 If an application is to be considered under 'faith commitment' this is fortnightly worship for a period of at least one year by the more involved parent who is involved in the worshipping life of a Christian church with membership of Churches Together in England. (Please note - the period of worship would be at least 1 year before 1 September 2021).

- 2.6 The term "parent" in this Policy is interpreted by the Governors to mean parents, legal guardians and step-parents.
- 2.7 The term "sibling" in this Policy is interpreted by the Governors to include, step, half, foster and adopted brothers and sisters, residing at the same address.
- 2.8 This Admission Policy will be applied, on behalf of the Governors, by an Admissions Committee, appointed by the Governors.
- 2.9 The Governors will review their Admissions Policy annually in the light of experience and as circumstances change.
- 2.10 The Governors have reviewed this Admissions Policy in accordance with the DfE School Admission Code February 2012.

Appendix 2

- 3.1 The maximum number of places for the year, as agreed with the Local Authority, and following consultation with the Diocese of Blackburn and other local schools, will be 190.
 - 3.2 If the number of applications for admission exceeds the agreed admission number the Governors will apply the criteria of the Admissions Policy. Where there are twins, triplets etc wanting admission and there is only a single place left within the admission number, then the governing body will exercise as much flexibility as possible. If places for both twins or all triplets, etc cannot be offered, the family will be advised accordingly. This may also apply to siblings who are in the same year group. If only a single place can be offered for twins or triplets, then the Local Authority's system for a random draw will decide which student receives an offer.
 - 3.3 The school serves the five Foundation Ecclesiastical Parishes of Bretherton, Croston, Eccleston, Mawdesley with Bispham and Wrightington with Heskin.
 - 3.4 The school also admits students resident in the eight Ecclesiastical Parishes of Appley Bridge, Banks, Douglas in Parbold, Hesketh with Becconsall, Hoole, Leyland St James, Rufford, and Tarleton.
 - 3.5 Children from other areas are also considered.
 - 3.6 Where there are extenuating circumstances for an application being received after the last date for applications, and it is before the Governors have established their list of students to be admitted, then it will be considered alongside all the others. Otherwise, applications which are received after the last date will be considered after all the others, and placed on the waiting list in order according to the criteria.
 - 3.7 Our Waiting List is compiled in accordance with our Admissions Criteria. Parents of children who are not admitted can request to have their names placed on the waiting list. Late applications for the school will be slotted into the order according to the extent to which they meet the criteria. This waiting list will operate for the whole of the autumn term.
 - 3.8 The address of a student used on the school's supplementary form for admission must be the currently domiciled one at the time of application, ie the family's main residence. If the address changes subsequently, the parents should notify the school. Where parents live at different addresses, and there is shared parenting, the address of the Child Benefit recipient will be used in the first instance. If there are concerns about this, the address where the child normally wakes up Monday to Friday may be taken into consideration. Parents may also be asked to show evidence of the claim that is being made for the address, e.g. identity cards of various sorts showing the child's address is the one claimed. Where there is dispute about the correct address to use, the governors reserve the right to make enquiries of any relevant third parties, e.g. the child's GP, Council Tax Office, Electoral Registration Officer, utilities provider. For children of UK Service personnel and other Crown Servants returning to area, proof of the posting is required.
4. APPEALS
- Where the Governors are unable to offer a place because the school is over-subscribed, parents have the right to appeal to an independent admission appeal panel, set up under the school Standards and Framework Act, 1998, as amended by the Education Act 2002. Parents should notify the Schools Admission Team at County Hall within 14 days of receiving the letter refusing a place. Parents will have the opportunity to submit their case to the panel in writing and also to attend in order to present their case. Parents will normally receive 14 days' notice of the place and time of the hearing.
- Please note that this right of appeal against the Governors' decision does not prevent parents from making an appeal in respect of any other school.
- IN-YEAR NON-ROUTINE ADMISSIONS
- It sometimes happens that a child needs to change school other than at the "normal" time; such admissions are known as non-routine admissions. Parents wishing their child to attend this school should contact the school in the first instance.

They will be provided with an application form once they have a definite local address. If there is a place in the appropriate class, then the governors will arrange for the admission to take place. If there is no place, then the admissions committee will consider the application and information about how to appeal against the refusal will be provided.

Appeals for children moving into the area will not be considered until there is evidence of a permanent address e.g. exchange of contracts or tenancy agreement with rent book. Please note that you cannot re-appeal for a place at a school within the same school year unless there has been relevant, significant and material change in the family circumstances.

FRAUDULENT APPLICATIONS

Where the governing body discovers that a child has been awarded a place as the result of an intentionally misleading application from a parent (for example a false claim to residence or church attendance) which effectively denies a place to a child with a stronger claim, then the governing body is required to withdraw the offer of the place. The application will then be considered afresh and a right of appeal offered if a place is refused. A YELLOW Supplementary Form for Admission is included separately with this pack and YOU NEED TO RETURN THIS to Bishop Rawstorne Church of England Academy by no later than Friday 29 October 2021.

Please look at the description of the categories to enable you to determine which category your child's application would fall into.

FURTHER INFORMATION

For September 2021, there were 402 applications for admission. Of these 190 were offered and accepted on 1 March 2021.

The cut-off line was then applied within the named parish applications (a) by faith commitment and then (b) by distance criteria.

- 1.1 Looked After Children - 1
 - 1.2 Children with Special Medical or Social Circumstances - 0
 - 1.3 Children who reside in the Foundation Parishes Faith Commitment - 35
 - 1.4 Children who reside in the Named Parishes with Faith Commitment to fill the balance of one-third of total intake of numbers not been filled in Criterion 1.3 - 24
 - 1.5 Children with a Parent Employed by the Academy - 2
 - 1.6 Children with Siblings at the school - 68
 - 1.7 Children who reside in the Foundation Parishes with Faith Commitment who cannot attain a place under 1.3 because the one-third of places already allocated - 0
 - 1.8 Children who reside in the Foundation Parishes without Faith Commitment - 45
 - 1.9 Children who live in the Named Parishes with Faith Commitment who cannot attain a place under Criterion 1.4 because the one-third of places have been allocated - 4
 - 1.10 Children who reside in the Named Parishes without Faith Commitment - 7
 - 1.11 Children who reside in Other Parishes with Faith Commitment - 2
 - 1.12 Children who reside in Other Parishes without Faith Commitment - 2
- Total number of applicants - 190

ADDENDUM

In the event that during the period specified for attendance at worship the church (or, in relation to those of other faiths, relevant place of worship) has been closed for public worship and has not provided alternative premises for that worship, the requirements of these (admissions) arrangements in relation to attendance will only apply to the period when the church (or in relation to those of other faiths, relevant place of worship) or alternative premises have been available for public worship.

In essence, when we present the Clergy with the Reference Form, they should assume that the pattern of attendance observed before the lockdown period would have continued throughout the time during which fully-accessible public worship was not available in the church building. This is because attendance requirements do not apply for this period of time.

The following amendments will also be taken into consideration for September 2022 intake due to a change in the Code of Practice

- Looked After Children - Priority must be given to children in public care. This includes any "looked after child", "previously looked after children" and any child who was previously looked after but immediately after being looked after became subject to an adoption, residence or special guardianship order. 'Looked after' means that the child was (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services functions.

This criterion also includes looked after children and all previously looked after children who appear (to the admission authority) to have been in state care outside of England and ceased to be in state care as a result of being adopted.

1.2 The Governors have reviewed this Admissions Policy in accordance with the DfE School Admission Code 2021.



Bishop Rawstorne

Church of England Academy

Highfield Road | Croston | Leyland | Lancashire | PR26 9HH
Tel: 01772 600349 | Fax: 01772 601320 | Email: office@bishopr.co.uk

www.BishopR.co.uk



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